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# OCCUPATIONAL EXPLORATION QUESTIONNAIRE

FOR USE WITH THE

## INDEX TO CANADIAN OCCUPATIONS



Employment and  
Immigration Canada

Emploi et  
Immigration Canada

Occupational  
and Career Analysis  
and Development

Analyse et  
développement –  
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The Index to Canadian Occupations (ICO) and the Occupational Exploration Questionnaire (OEQ) are designed to help you discover occupations which might make suitable careers for you. You can use the OEQ to describe yourself and the kind of work you would like. The ICO booklets can tell you which occupations fit that description.

### ***How to Use the Occupational Exploration Questionnaire (OEQ):***

1. Complete the OEQ. There are instructions at the beginning of each section to help you. It is recommended that you use the Grid-Aid to Occupational Choices.
2. If none of the answers in a section apply, feel free to leave it blank. Take your time and don't hesitate to change your mind if necessary.
3. The OEQ is not a test. Only you know which answers are right for you.
4. If you are not sure which factors or job characteristics interest you, ask your counselor for the **Aid in Using the Occupational Exploration Questionnaire**. It contains additional questions and expanded definitions of each factor or job characteristic.

### ***How to Use the Index to Canadian Occupations (ICO) Booklets:***

1. **Read the lists** which correspond with the job characteristics or factors which you have marked on the OEQ. Take your time.
2. **Record the occupation title and code** for each occupation that interests you. This may be done on the Grid-Aid to Occupational Choices or on a sheet of paper. Feel free to change your mind.
3. **Look for occupations that are repeated often.** These are the ones which you will most likely wish to **explore further**.

### ***To Find Out More Information About Occupations, You May Wish To:***

1. Ask your counsellor for more information.
2. Talk to someone who works in the occupation.
3. Contact a union or professional organization that represents people in the occupation.
4. Visit people at their place of work and watch them on the job.
5. Read occupational descriptions such as "Careers Canada" and "Careers Provinces". There is a coded index to help you use the latter.
6. Consult the Canadian Classification and Dictionary of Occupations (CCDO). (See below).

### ***How to Look Up ICO Occupation Codes in the Canadian Classification and Dictionary of Occupations. (CCDO):***

1. An ICO occupation code appears to the left of each occupation title in the ICO booklets. If there are no letters in the code, go straight to the CCDO. There the occupation groups are arranged in numerical order of their codes.
2. The following should be looked up in the Master List of Cluster and Occupation Codes, which is included in the ICO kit: - 113/114  
410; and codes that contain letters.

The seven-number codes listed in each box represent individual occupations, which can be found in numerical order in Vols. I & II of the CCDO.

# INTEREST FACTORS

(ORANGE BOOKLET)

Which of the following ten activities interest you? Choose as many as you wish and mark your choices on the Grid-Aid to Occupational Choices.

Code

Interest in:

Int. 1		Working with things, numbers and objects (rather than people or animals), including making and repairing things and finding out how things work.
Int. 2		Business contact with people — in things like organizing, interviewing, persuading, selling, giving information and supervising.
Int. 3		Working in routine, concrete and organized duties, including detailed work according to an established procedure.
Int. 4		Helping other people through your work, including the improvement of the social welfare of others.
Int. 5		Work that gives you the respect of others.
Int. 6		People and communicating ideas about people. Personal contact is not necessarily involved.
Int. 7		Doing scientific (natural or social sciences) or technical work. This includes work involving analysis, testing and creating theories based on facts.
Int. 8		Doing abstract and creative work. This includes originating designs, finding new solutions to old problems, looking for broad meanings and creating theories based on abstract concepts.
Int. 9		Working with machines, equipment and processes, where getting along with people is not very important.
Int. 0		Doing work where you can see clearly and immediately the results of your efforts.

# TEMPERAMENT FACTORS

(YELLOW BOOKLET)

Temperaments relate to situations either in which you feel comfortable or to which you can easily adapt.

Which of the following work activities or situations appeal to you the most? Choose as many as you wish and indicate your choices on the Grid-Aid to Occupational Choices.

Code

Requires:

T. 1		Many duties which change often, including shifting to a second activity before completing the first and unexpected pressures and situations.
T. 2		Duties that are repeated often and regularly according to set procedures — regular, uncomplicated routine.
T. 3		Following exact orders given by someone else, where planning and making decisions on your own are not required.
T. 4		Directing, controlling and planning entire activities or the activities of others.
T. 5		Dealing with people who are customers or clients frequently and in depth, including gaining the co-operation of people with whom you work.
T. 6		Working alone most of the time, where you are required to keep mentally occupied with your own thoughts and observations.
T. 7		Influencing people's opinions, attitudes and judgements about ideas or things.
T. 8		Performing in stress and risk situations, including exhibiting calmness and self-control in dangerous conditions and keeping your emotions under control.
T. 9		Making judgments based on your own personal <b>knowledge or experience.</b>
T. 0		Judging concrete information against measurable standards, where the evidence can be reproduced and checked.
T. X		Making judgments about ideas or facts based on your own <b>feelings or values.</b>
T. Y		Attaining exact standards and/or achieving set goals by applying strict rules and procedures, including striving for perfection and dealing carefully with details.

# ABILITY FACTORS

(PURPLE BOOKLET)

Which of these abilities do you want to use in your future work? **Choose only as many as you wish** and indicate, after studying the model below, where you think your level of ability lies compared with the entire working population.

90%	1	<b>The Working Population</b>	◀ This is the top 10%. If you place yourself here for any ability give yourself a one (1).
66.6%	2		◀ This is the upper third, not including the top 10%. If you place yourself here for any ability give yourself a two (2).
33.3%	3		◀ This is the middle third. If you place yourself here for any ability give yourself a three (3).
	4		◀ This is the lowest third, not including the lowest 10%. If you place yourself here for any ability give yourself a four (4).
10%	5		◀ This is the lowest 10%. If you place yourself here for any ability give yourself a five (5).

Choose from these job characteristics, marking the number of the level above its code on the Grid-Aid to Occupational Choices. When you look at the occupational lists, look at the list for the level you have indicated and **at least** one level lower.

Code      Level      The ability to:

G		Learn, understand, reason.
V		Understand and use words to express ideas and information.
N		Work quickly and accurately with numbers.
S		Picture shapes in space.
P		See slight differences in shape, size and detail of objects or pictures.
Q		Quickly check numbers and words for accuracy.
K		Coordinate eye and hand movements; for example, when hitting a golf ball or threading a needle.
F		Move small objects rapidly and accurately with fingers.
M		Move hands skillfully and easily; for example, when handling small tools or weaving.
E		Coordinate hand and foot movements in response to visual signals; for example, when driving a car.
C		Recognize similarities and differences between colours (and shades).

# PHYSICAL ACTIVITIES

(RED BOOKLET)

Which of these activities are you willing to do as a normal part of your day's work? Choose **one** of the first four and any others that interest you. Indicate your choices on the Grid-Aid to Occupational Choices.

Note carefully your reactions to these activities, especially those with the "PA" code. There may be some you wish to avoid. In reading occupational descriptions or considering any particular occupation, check that activities you wish to avoid are not required.

Code	Work which requires you to:
S	Sit most of the time and occasionally lift objects weighing less than 10 pounds (5 kilograms).
L	Lift a maximum of 20 pounds (10 kilograms) and frequently lift and/or carry 10 pound (5 kilogram) objects.
M	Lift a maximum of 50 pounds (23 kilograms) and frequently lift and/or carry 20 pound (10 kilogram) objects.
H	Lift a maximum of 100 pounds (45 kilograms) and frequently lift and/or carry objects weighing up to 50 pounds (23 kilograms).
PA2	Climb and/or balance (for example, on scaffold or ladders).
PA3	Stoop, kneel, crouch or crawl in cramped areas.
PA4	Reach, handle or feel objects.
PA5	Communicate information to others by speaking accurately and clearly.
PA6	Hear what others are saying or recognize differences in sound.
PA7	See clearly the characteristics of objects.

# ENVIRONMENTAL CONDITIONS

(GREEN BOOKLET)

Under which of these conditions would you be willing and able to work? Choose as many as you wish and indicate your choices on the Grid-Aid to Occupational Choices at the back of this booklet.

Note carefully your reactions to the conditions with the "EC" code, as these conditions may be ones you wish to avoid. In reading occupational descriptions or considering any particular occupation, check that the conditions you wish to avoid do not apply.

Code

Work which is done:

I		Inside (protected from weather conditions, but not necessarily from temperature changes).
O		Outside (No effective protection from weather).
B		Both inside and outside (approximately equal amounts of inside and outside work).
EC2		In extremes of cold with temperature changes.
EC3		In extremes of heat with temperature changes.
EC4		In wet or humid conditions.
EC5		Near noise or vibration.
EC6		In situations where there is a definite risk of injury.
EC7		In situations involving dust, fumes, odour, mists, gases, or poor ventilation.

# EDUCATION and TRAINING ROUTES

(BLUE BOOKLET)

Mark the level of education and/or training you (1) have now if you have completed your education, **or** (2) the level you plan to achieve before getting a job. Indicate your choice in one of the columns marked "Education and Training Routes" on the Grid-Aid to Occupational Choices.

When you look at the lists of occupations, look at the list for the level which you have checked and at **least** the next lower level. It may also be useful to look at higher levels which you may be willing to attain.

Code

Routes:

ETR. 1		Up to 9 years of education.
ETR. 2		10 years of education.
ETR. 3		High school graduation.
ETR. 4		Apprenticeships - regulated by provinces and other organizations (2-5 years in length).
ETR. 5		Vocational/trade school or institute of technology (1 year or less in length).
ETR. 6		Community college (or CEGEP), institute of technology or vocational/trade school (more than 1 and up to 3 years in length).
ETR. 7		Diplomas or certificates at the undergraduate university level (1-2 years in length).
ETR. 8		3-5 years of university (undergraduate degree - including professional degree). Previous university study is <b>not</b> required.
ETR. 9		Graduate or professional university programs (4 or more years of university in total). Previous university study is <b>always</b> required.

# GRID AID TO OCCUPATIONAL CHOICES

## *Instructions*

The Grid-Aid to Occupational Choices is an easy way to use the Index to Canadian Occupations (ICO) and the Occupational Exploration Questionnaire (OEQ). It allows you to do everything in one place and to see at a glance which occupations fit most of your needs.

## *How to Use the Grid-Aid to Occupational Choices:*

1. Insert the grid into the back of the Occupational Exploration Questionnaire.
2. Open the OEQ so that the grid is visible to the right of the first page(s) of factors in which you are interested.
3. Answer the OEQ by circling the numbers of your choices along the top of the grid. You can turn the pages of the OEQ and the grid will always still be in view.
4. Read the lists in the ICO booklets that correspond with the choices you have circled.
  - a) Each time you see an occupation that interests you, write its code and title in the columns provided on the grid.
  - b) Put a check (✓) mark in the box to the right that corresponds with the list where you found the occupation.
  - c) If that occupation appears on other lists that you have chosen, put checkmarks in the corresponding boxes on the grid.
5. When you have finished recording occupations, you can add up the number of checkmarks for each occupation and write the totals in the column marked "FREQUENCY". The occupations that are repeated often are the ones which you will probably wish to **explore further**.
6. If you prefer, you can list the occupations that interest you from each list on a separate sheet of paper, and then enter them on the grid as a second step.



